

Minutes of Waukesha County Airport Operations Commission  
May 16, 2012

Chairman Crowley called the meeting to order at 8:00 a.m.

**Commissioners Present:** Crowley, Schoepke, Falstad, Richards and Bluemke.

**Others Present:** Kurt Stanich, Airport Operations; Val Ramos, Airport Administration; Ken Witt, Tower Chief; Harry Becker, Atlantic Aviation; and Keith Markano, Airport Manager.

**Approve modify minutes of April 11, 2012**

Motion to approve minutes of April 11, 2012 by Falstad with second by Schoepke. Motion passed.

**Public Comment/Correspondence** – None

**Chairman's Report** – None

**Airport Manager's Report**

**Strategic Planning-**

The Public Works Department plan is now complete. The Airport division plan needs to be completed by the end of the month. There will not be many changes from the previous plan. All of the Public Works division managers have been assigned tasks items that are in the new plan. Mr. Markano was assigned the task of Training and Development, and will be working with other division managers to come up with a department wide training compliance.

**Conferences –**

2013 Contract Tower funding is going to be a big issue. The FAA is proposing a 15% across the board budget cut. The program has been fully funded since its inception in the late eighties. This was accomplished by the Airport sending out correspondence to Congressional delegations and requesting airport tenants to do the same expressing how important the contract tower program is to the airport.

**EPA –**

The EPA issued a ruling on the use of urea. Urea, used for anti-icing, cannot be used on airports any longer because it changes the biological oxygen demand of the run off in storm water ponds and causes algae blooms and fish kills. The Airport was not been able to find airside labeled urea for airport use. Two years ago the Airport purchased anhydrous ammonia acetate (pelletized) to keep on hand at the Airport.

**NPRM Changes –**

Changes to Airport Design AC on declared distances and EMAS (engineering material arresting system). Not sure how this will affect the Airport because the ALP (airport layout plan) was signed off by everyone about two weeks ago and sent out to the BOA (Bureau of Aeronautics) and they will forward to FAA (Federal Aviation Administration). In speaking to the BOA the Airport can move forward with finalizing the EA (environmental assessment).

**Budget –**

Have started working on budget projections for 2013. County is going to a new budget software system and training on this will be on May 21<sup>st</sup>.

**Pavement Inspection –**

Received letter from the BOA on biennial pavement inspection and has been scheduled for next week May 30<sup>th</sup> and 31<sup>st</sup>. Inspection will be in the movement and non-movement pavement areas. This does not include any of the street side pavement. Street side pavement will be included with Public Works maintenance plan,, we were included in that this year. The consultant Vibetech has already completed the survey work.

Bluemke – Is concrete in good shape on runways?

Markano – There are some issues that need to be addressed on the joints and along the grooving and some delamination. Because of the delays in getting the EA done and changes to AC a couple of years ago, the timeline is compressed with doing the safety areas and some type of rehab. Will probably end up doing rehab and safety areas at one end and pavement rehab and safety areas at the other end of the next year and something in the middle of year after that.

Bluemke – Does ILS stay where it is on the latest plan?

Markano – In the latest plan the ILS will stay where it is. The glide slope will not be moved, only the localizer. The localizer will be moved to just inside the fence on this side of Pewaukee Road. There will be 200 feet of blast pad of pavement in front of the localizer and a blast fence, difficult part is determining where the fence line goes within the right of way of Pewaukee road.

#### Dept of Public Works –

Working with Public works on pavement inventory, they are taking care of spot by Terminal on Aviation Drive that always holds water in the winter where it freezes. And the storm inlet outside the building in front of the Pilot's lounge has been reset and they reset two slabs of the sidewalk because it had sunk down so much.

#### RSAT (Runway Safety Action Team) meeting -

Met on March 26<sup>th</sup> and several action items: better signage with access from the private ramps to movement areas especially in the southeast hangar area. Many of those older hangars have drives along the side that go out to the ramp, this has been an issue. In the leases, the tenants are responsible who they give access to their hangar. We will request the tenants to put up signs "Authorized Vehicles Only" signs. Airport Administration will order the signs and provide to the tenants for them to install to help curb incursions. We will also deal with some type of marking for the non-movement areas since it is not delineated where the boundary for the safety areas are between Taxiway Delta on to the ramps. As part of the Delta reconstruction we will have some marking done. There has been a delay in receiving discretionary funds for this project, bid openings were for May 21<sup>st</sup> and have been pushed back to June 21<sup>st</sup>. Prebid meeting –

Taxiway D Prebid meeting scheduled for June 5<sup>th</sup>. The project will take about three weeks for completion.

#### Letters of Agreement –

These letters were changed between Airport Administration and the Control Tower for snow removal and grass cutting to incorporate Tower personnel present when meeting annually with snow removal and grass cutting personnel.

#### Facilities and equipment issue –

Current access to glide slope, antenna and AWOS (Automated Weather Observation System) is off runway 10/28, would like this moved to taxiway Alpha. The County cannot do this as an Airport Improvement Project (AIP) because it is an equipment and facilities issue. We are looking at ways to get this done.

#### Century Fence –

There has been some movement and County Administration is working on this.

Bluemke asked for more information on the Strategic Plan.

Markano – Last year we worked on the Airport's plan so there was not much to change this year. It was Public Works Department Strategic Plan that needed work. There were about thirty members from different divisions of the department. Surveys were sent to all employees in the department. When the surveys were completed and returned, data was compiled for strengths and weaknesses, importance, and opportunities in the department. This information was incorporated into the strategic plan. The group considered the most important items and the time frame for the next three years on how to accomplish this. Each division manager was responsible for at least one or two items within the plan. Mr. Markano's task was Training and Development and Succession Plan.

Richards asked about airfield security training and first aid training at the airport.

Markano – Mr. Stanich will give information on airfield security. CPR and AED (Automatic External Defibrillator) training has been offered to Public Works employees.

Crowley – Does the airport have an AED on site?

Markano – County nor Atlantic have one at the airport. A while back the airport was designated to receive an AED but we never received one.

Crowley – All public buildings should have one. The Commission request's Mr. Markano follow up and request an AED for the Airport and report back at the next meeting.

#### Stanich Report–

##### Carroll University -

A student from Carroll University interviewed several persons at the airport (Brian Behrens, Spring City Aviation; Steve Betzler, AOPA and Mr. Stanich). The student is working on a documentary of the airport.

##### Driver Training –

Administration has a standardized driving training program that everyone must complete (employee, tenant, contractor, anyone that is going to be on the airport). It is a seven page program with an eighteen question open book test. The program is to assure that everyone receives the correct information, documentation that the information has been received, and that they have successfully passed the test. When they pass the test they are issued a gate access card. Even if they passed with 50%, Mr. Stanich reviews the test to make sure it is corrected to 100%. To date 653 tests have been completed which is a large amount of badges issued from our office. If there are any problems with a specific badge, code or tenant, Mr. Stanich talks with them and reviews the training. The badge can be disabled if issues arise. Every two years the badging is revisited to see how things are going and if any changes are needed. The

only special training given is to the snow plow operators they are driving on the movement area and must know communication with the Tower, hours of operation, night driving considerations, where the traffic is, and traffic pattern when the Tower is closed. Atlantic trains their drivers and they do a fantastic job operating on the airfield. Sheriff's Dept – Depending on the number of new deputies (more than 20 a presentation is given), otherwise they are given reading booklet and test, then receive badge. Everyone having access to airport grounds must comply with this training, there is no special treatment for anyone.

#### Wildlife Control –

Airport is a mini ecosystem. We cannot kill off all of the coyotes because then we would have an infestation of rodents, rabbits, etc. Maintain wildlife best as possible within safety realms. Birds, coyotes and deer are the main issue. Birds scare off with "screamers" fired from a starter pistol and makes a loud fire cracker sound. Coyotes usually get out of the way when they hear aircraft or see a vehicle and always remember how they got into the airport. Deer are not as intelligent, we have to scare them away and they do not remember how they got on the airfield. Deer jump the fence to get into the airport. The ten foot fence is helping but there are still areas of the airport with seven foot fencing and areas of vegetation. Public Works has helped by coming in with the machinery equipment, tools and experience in getting rid of most of the habitat at the airport. Public Works has also done some reswilling some of the areas so we do not have so much standing water which reduces the amount of foliage and that gets rid of waterfowl (ducks and geese).

#### Power Point –

Compiling a Strategic Plan Power Point presentation for an all department staff meeting on May 23<sup>rd</sup>.

#### Public Works –

They are doing a fantastic job of assisting at the airport whenever needed.

#### Wings Over Waukesha (WOW) update –

Sponsorship money is coming in. First priority is paying off existing debts from last year. Much work put into the sponsorship packages trying to make it more appealing for people interested in being a sponsor. The B-17 is the featured aircraft this year. The B-17 is coming in from the EAA and will be here three days giving rides and fly bys. There will be 37 other aircraft and a large war bird contingent will be here again and other modern aircraft will be on display. Grounds have been restructured in separating public traffic from interaction with the terminal building. Price structure is different from last year. Adults \$7 in advance and \$10 at the gate, kids 10 to 17 years of age \$5 and under 9 years are free. Parking fee will be \$5 per vehicle. The Expo Center is charging the airport \$5,000 for use of their parking lots over the weekend, so we need to make up that money.

Schoepke – Why is Expo charging the Airport if it is part of the County?

Stanich – The County is not sponsoring the event. The WOW is a non-profit organization sponsoring the event.

#### Tower Activity and Fuel reports

Fuel and tower activity had very good months. Atlantic sold more jet fuel over the previous months.

Becker – Increase in jet fuel sales due to stronger based tenants in Atlantic hangar. Along with discounts, these based tenants are fueling here at the airport. The Atlantic internet helps, for example someone based at Atlantic Palwaukee/Midway locations can purchase fuel at a cheaper price in Waukesha than their location,. If they are heading to Waukesha to pick up a customer they fuel up here.

#### Restaurant update

Stanich – During conference traveling, noted restaurant operations at other airports to get ideas where they are located. Locations are half and half, some are located in the terminal building and other are located offsite, but the restaurant always seems to be in the center hub of a commercial area. Some restaurants are aviation related and others are not. We have not received guidance or direction since the last meeting.

Crowley – Under strategic plan for Public Works has this been discussed in any way and growing revenue at the airport or expanding our base and bringing in more operations and visitors?

Markano – This was included in the Airport's Strategic Plan under opportunities. This was not main focus, more interest in what the airport provides to the citizens, how it is provided and if they are satisfied with the airport. The revenue and opportunity items were not discussed or incorporated into the Public Works Department plan only in the Airport division plan.

Falstad – What can the Commission do to get this in moving?

Stanich – Besides Mr. Markano and Mr. Stanich, maybe the Commission should bring this to the attention of the Public Works Director or the County Executive as a revenue possibility to pursue.

Crowley – A document summary with bullet points of restaurant research would be helpful for the Commission. Representing the Commission, Mr. Crowley will have a conversation with the County Executive and Director Public Works asking for their direction, guidelines and the process to start this subject. The Commission is interesting in exploring this further (proposals, bids, or advertising an interest in a restaurant at the airport).

**Future Agenda Items**

Restaurant

**Adjourn**

Motion to adjourn by Richards with second by Falstad. Motion passed. Meeting adjourned 9:20 a.m.

**Next meeting: Wednesday, June 13, 2012 at 8:00 a.m.**

Respectfully submitted,

Dick Richards  
Secretary  
May 16, 2012